

# COMMONWEALTH OF VIRGINIA

JACQUELINE K. CUNNINGHAM  
COMMISSIONER OF INSURANCE  
STATE CORPORATION COMMISSION  
BUREAU OF INSURANCE



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October 1, 2015

## Administrative Letter 2015-11

**To: All Insurers Licensed and Recognized in Virginia**

**Re: Assessment Practices and Procedures  
Replacement of Administrative Letter 2014-01**

**The provisions of this administrative letter replace Administrative Letter 2014-01.**

The State Corporation Commission Bureau of Insurance (Bureau) will require new Maintenance Assessment and special assessments reporting forms beginning with 2015. The Virginia Assessment Report & Voucher consolidates all previous assessment reports and the payment voucher. The required forms will consist of 1) the Virginia Assessment Report & Voucher and 2) the Adjustments to Schedule T Premium, which reflects adjustments necessary to determine the assessable premium amount. The new forms and one check representing all amounts due from the insurer shall be filed on March 1 each year.

The required forms will continue to be provided via the Bureau's website (<http://www.scc.virginia.gov/boi/co/assess/filing.aspx>), showing the specific assessments required of each insurer. Each insurer is responsible for consulting this online resource to determine which assessments it is required to pay. In addition, the Bureau will provide the new forms to approved software companies. Should an insurer utilize such software in completing the forms, note that the insurer will be held responsible if the software companies' applications do not properly identify the required assessments.

**Checks submitted without the Virginia Assessment Report & Payment Voucher cannot be processed by the bank and will be returned to the insurer for proper filing.** Late payment and filing penalties plus interest will apply to all submissions and resubmissions made after the March 1 due date. Payments received for assessments that are not required will not be refunded. If you do not have access to the website, please call the Administrative Assessment Unit at (804) 371-9096 prior to the due date to request the forms.

Questions regarding this letter may be directed to:

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Sincerely,

Jacqueline K. Cunningham  
Commissioner of Insurance